

Hot Chilli Tri – Post AGM Committee Meeting – 5th February 2024

Agenda

1. Roles and Responsibilities (sharing Matt's workload)
2. Annual Membership Fee
3. Training Fee
4. Love Admin set-up

Hot Chilli Tri – Post AGM Committee Meeting – 5th February 2024

Meeting Minutes

Attendees: Ash Hutchinson, Matt Tribick, Gemma Noyce, Sarah Jewers, Jodie Maslen, Martin Disney

Apologies: Alice Wynne, Caroline Tassell

1. Roles & Responsibilities (*Initially splitting up wot Matt did*)

- The below listing was tabled as basis for role definitions.
- To be added/included to official BTF R&R descriptions (to be found in the Dropbox / Googledrive folder.
 - **ACTION: Update & distribute documents (Martin)**

CHAIR (Ash Hutchinson)

- Club spokesperson,
- Main POC with other clubs & local stakeholders (pick up ATV relationship)
- Love Admin full access
- Bank Signatory

SECRETARY (Martin Disney)

- Provider of general announcement to club membership
- POC for existing/current membership
- Meeting schedule and agenda setting
- Take official minutes and prepare meeting notes
- Setting up the monthly Coached Session timetable on LA
- Coach liaison & scheduling
- Love Admin full access
- Bank Signatory

MEMBERSHIP SECRETARY (Sarah Jewers)

- Welcome new members (if possible) at agreed swim session
- Provide a club introduction via email
- Monitor the 3-week free trial period
- Love Admin access to membership database (non-finance side)

TREASURER (Matt Tribick)

- Manage club finances
- General duties of invoice payments and fund collection
- Prepare a monthly income/outgoings report statement
- Facilities booking
- Love Admin full access
- Bank Signatory

EVENTS SECRETARY

- Target Races & Events – develop & publicise calendar (Jodie)
- Social events - awards/Christmas party, club get-togethers etc (Gemma)

WELFARE (Alice Wynne)

- Maintain Welfare records and abreast of training needs
- Love Admin access to membership database.

2. Annual Membership Fee

- Current membership fee is £36/yr and has been the same rate for a number of years; discussed what the annual fee is for:
 - To cover all annual fixed cost – BTF Club Affiliation, IT/web/email hosting, training and maintaining for required roles (Welfare)
 - To provide some cash in the bank to cover the ‘what-if’ scenarios should any arise.
 - To provide subsidised club activities, events or socials - an opportunity to bring club members together.
- It was proposed to maintain the rate at £36, and to try and apportion 50% (ish) towards subsidising social or race events (for example AVR 5Km series at Westbury)
- Note: Club year to still be 1st Nov to 31st Oct
- Member’s to be requested to renew over February 2024 via Love Admin
 - **AGREED: Annual Membership Fee 2024 set at £36/yr**
 - **ACTION: Set-up Membership in LA (Matt)**
 - **ACTION: Request membership to rejoin (Martin)**

3. Training Fees

- Current position - Gold @ £38 / Pay per Session @ £7.00; the rates have not increased for 3yrs – but of note the pool has increased by 10% over the last 2yrs with a raise anticipated in September 24. Coaching staff @ £25/hr is also well over due an increase also.
- We are in a current agreement with AVT with common rates between swim sessions
- Proposed to maintain rates for 2024 year with an advised increase for the 2025 yr (rates tbc based on actual through year cost/pool hire increase)
 - Gold - £39
 - Pay per session - £7.50
 - Restore 1 month free for 12-month continuous Gold membership
 - **AGREED: to Oct 2024 Gold £38/Session £7**
 - **AGREED: Nov onwards/2025 increase Gold to £39/Session £7.50**
 - **ACTION: Advise membership (Martin)**

4. Love Admin set-up (PLUS other IT access)
 - Review of Love Admin operation and access
 - Access to the various club IT accounts shared amongst new committee (passwords saved independently)
 - Race Nation
 - Love Admin
 - Time Outdoors
 - British Triathlon
 - British Triathlon Events
 - Email (webmail.123-reg.co.uk)
 - Gmail – Hot Chilli
 - Google Drive
 - Dropbox
 - Website:
<https://clubs.britishtriathlon.org/TrowbridgeHotChilliTriathlonClub/Admin>
 - MEMBERS SURVEY - <https://www.smartsurvey.co.uk/s/6ZI2BE/>

- **ACTION: Update accounts with new committee & delete any redundant names (Martin)**
 - **ACTION: Membership Secretary email account (Martin)**